

19 NOV 1973

MEMORANDUM FOR : Director of Personnel

ATTENTION : Chief, Position Management and Compensation
Division, OP

SUBJECT : Position Up-Grading

1. It is requested that one of the two positions under position number 0164, Executive Registry, GS-05, be upgraded to GS-07, thereby increasing the incumbency of position 0278, Correspondence Specialist, from a two to a three incumbency position.

2. Under the present organizational arrangement in the Executive Registry, there are three personnel performing the same functions in different areas of records control and administration. The proposed upgrading will classify these three functions at the same grade level. A position description and organizational chart are attached for your information.

3. In order to effect this upgrading without an increase in average grade, it is recommended that positions 0330, Intelligence Assistant, GS-08 and 0010 (1 of 2), Secretary-Steno, GS-07, both located on the O/DCI Table of Organization, be downgraded to GS-07 and GS-06 respectively.

[Redacted Signature Box]

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(Administrative Officer, DCI

Attachments:
A/S

ATTACHMENT A

POSITION DESCRIPTION

A. Position Number 0278 (3 Incumbency)

B. Description of Duties:

The incumbents of this position are under the general supervision of the Chief, Executive Registry, Office of the Director and serve as Correspondence Specialists/Info Control Assistants. The Executive Registry is the control point, repository, and reference point for all written materials and communications between the DCI and other offices both within and outside of CIA. All classifications and categories of papers, documents, reports, memoranda, letters, etc., are controlled by the Executive Registry.

Each of the three incumbents of this position is assigned a particular area of responsibility. One is assigned responsibility for material classified through SECRET, the second for special and highly classified and sensitive material, and the third for TOP SECRET material including USIB and NIO submissions. The incumbents are responsible for the logging, record keeping, status, follow-up and reference on all materials within their areas of responsibility. The volume of materials for these three positions greatly exceeds, on the average, 100 items per day. Each item must be reviewed for nature of content, entered on a log with a statement of its content and type of action taken, its disposition, a status card prepared for follow-up action, and appropriate distribution effected.

Incoming materials must be backstopped with appropriate reference documents for review by senior officers as appropriate. Status information and references must be provided as requested by senior personnel assigned to the DCI's office and other senior officials of the Agency.

The incumbents of these positions are required to perform in a conscientious, intelligent, and responsible manner. They must be able to work under the constant pressure of providing rapid and accurate answers to very senior personnel of the Agency.

EXECUTIVE REGISTRY

